

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	Page 1 of 15
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 08/03/2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington, DC 20590		CODE HQACQ	7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) Dave London I.M. SYSTEMS GROUP, INC. 3401 BEXHILL PLACE Kensington, MD 20895-3015			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. DTMA1D00014 / MSG0400001	
			(X)	10B. DATED (SEE ITEM 13) 06/18/2004	
CODE -		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Line Item Detail

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

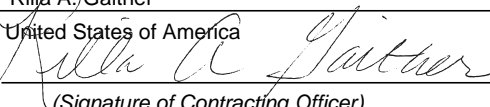
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Task Order MSG0400001 is hereby modified as follows:

1. Increase the labor hours for the Program Manager category by 100 hours
2. Decrease the funding for Other Direct Costs by \$6,593.00
3. Revise the deliverable requirements as specified in Statement of Work paragraph 5.2 as set forth herein.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rilla A. Gaither	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America BY  (Signature of Contracting Officer)	16C. DATE SIGNED 08/13/2004
(Signature of person authorized to sign)			

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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item ‘ has been edited.

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1

Web Based Readiness Reporting System - Functional Requirements Statement - Phase II

1 OVERVIEW

The overall purpose is to provide a web-based Ready Reserve Force Readiness Reporting System accessible by MARAD's customer as well as internal offices. The endpoint of this project will provide either a module of functionality to the RRF Management System (RMS) or directly port functionality and data to RMS such that Readiness can be a related function of RMS that can be viewed by the customer via the web.

2 SCOPE OF WORK

The purpose of this newly developed system is to provide a common, single database, management system with an Internet (Web-Based) interface for remote access and remote consumer access. The intent is to transition from an era where MARAD transmits changes, in Readiness, as they occur (PUSH) to a "Live" Readiness report where the customer can "Pull" the Readiness Information that they require, when they require it. The result is that Readiness Reporting will be more timely and reliable without having to "get the report out."

The purpose of this task order is to provide additional functionality to the RSTARS Web-based RRF Readiness Reporting System. This includes improved user management of secured access to the system as well as an electronic notification of changes process and the incorporation of metrics within the readiness system.

This task order also focuses on fixing some bugs in the web site. The scope also addresses the data and functional requirements that RMS will incorporate either directly (data and functionality) or incorporate as a modular plug-in. Functional requirements and bug fixes shall be deployed in incremental deployments.

3 ADMINISTRATIVE REQUIREMENTS

3.1 Scheduling and Management to Schedule

The contractor shall submit a Plan of Action and Milestones (POA&M) for the development of the System and Supporting Documentation. Revisions shall be submitted as they occur. The original submittal shall establish a baseline schedule. All updates shall be comparable to the baseline schedule. The POA&M may be submitted either in hard copy or Electronic. If submitted Electronically, MS Project 2000 is the accepted software standard for MARAD, or ADOBE ACROBAT for Image Files. Milestones for regularly scheduled events and deliverables shall be included.

Quarterly updates to the Schedule shall be submitted without regard to latest revision to the schedule. The quarterly update shall reflect all revisions to date and actual progress to date and will not alter the Baseline Schedule.

The Schedule shall include major meetings as specified in 3.2 below and other major events.

3.2 Task Meetings

The contractor shall attend the following meetings as a function of administering this task order:

- Kick-off meeting to review project requirements and identify principle parties. This meeting will be held at MARAD Headquarters in Washington, DC.
- Task-Order Closeout to review project requirements and ensure that all deliverables have been met. This meeting will be held at MARAD Headquarters in Washington, DC.
- Progress Review Meetings. Contractor shall plan for regularly scheduled Progress Review Meetings at four to six week intervals throughout the duration of this task order. These meetings shall take place via telephone conference or face-to-face meetings at MARAD Headquarters as deemed necessary by the government point of contact for this task. The contractor shall plan for a minimum of three face-to-face meetings at MARAD Headquarters.

3.3 Progress Reports

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Bi-weekly progress reports shall be submitted in accordance with the requirements of the contract statement of work. Additional requirements to the progress report are as follows:

1. Brief discussion of work accomplished since the last report
2. Problem Areas - Discuss problem areas encountered since the last report
 - a. Provide recommendations addressing the problem area or
 - b. Actions to take by the government
3. Man-hours and subcontract cost expended
 - a. Should list by labor category or subcontract the amounts expended for the report period
 - b. Should summarize by labor category or subcontract the cumulative totals to date.
4. Identify briefly activity planned for the next reporting period. This should indicate any required actions to be taken by the government during this period.
5. Performance Measures
 - a. Count of Feed back reports received from any and all users of the system by category:
 - i. Bug reports - problems with the site
 1. Indicated the total received
 2. Indicated number received for the reporting period
 3. Indicated number corrected for the reporting period and total to date.
 - ii. Enhancements - recommendations received
 1. Number received for the reporting period / total to date
 2. Number implemented
6. Schedule Analysis - The contractor shall report at the Activities Level and at the Project Level actual to planned work.
7. Recover Plan - Describe the contractor's approach to maintain adherence to the Project Schedule.
8. Projected Work - Contractor shall report all work to be performed during the next bi-weekly period and shall identify all scheduled milestone events for the same period.

3.4 Secure Site Certification

The contractor shall maintain third party Secure Site Certification for the RSTARS website throughout the period of development.

3.5 Web Site Hosting Services

The contractor shall host RSTARS website throughout the period of development of RSTARS.

3.6 Transfer Of Website And Data

The contractor shall provide the necessary services, media and documentation necessary to transfer the RSTARS website

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3.7 Documentation Requirements

3.7.1 WEBSITE DOCUMENTATION

3.7.1.1 Data Dictionary

The contractor shall provide a data dictionary for the website. This data dictionary shall include data and field descriptions necessary for managing user access, readiness reporting, readiness report tracking and metrics tracking. An updated data dictionary shall be submitted with each major incremental rollout of the system, however, no less than quarterly during system development.

3.7.1.2 Process Flow Charts

Provide data process flow charts documenting how each element of the website operates. This document will be provided on completion of the task as a draft. The government will review and comment within 30 days of receipt.

3.7.1.3 User Manual

A User Manual and on-line content sensitive help system shall be documented. The content sensitive help system shall be updated with each incremental deployment update of the system. The User Manual shall be maintained in DRAFT format for review and update with each incremental deployment.

3.7.2 SECURITY DOCUMENTATION FOR OST APPROVAL

This web-based system shall meet the requirements of DOT H 1350.253 "DEPARTMENTAL GUIDE TO CERTIFICATION/ACCREDITATION OF INFORMATION SYSTEMS" as defined for a "General Support System." The contractor shall develop the necessary document to support MARAD's submittal to DOT for certification/accreditation of this information system.

3.7.3 CERTIFICATION OF COMPLIANCE WITH SECT. 508.

This web-based system shall meet the requirements of Sect. 508 of the Americans with Disabilities Act. The contractor shall conduct all testing and provide the necessary certification reflecting compliance with Sec.508. See Government Furnished Information (GFI) 6.1 below.

4 FUNCTIONAL REQUIREMENTS

4.1 RMS Development Support

Provide data call in support of RMS. Specifically data is being requested in support of solicitation requirements for the RRF Management System (RMS). The data requested will be used in developing Limited Test Demonstration programs by potential vendors in the RMS solicitation.

The contractor shall provide a data dictionary of the system, as it exists at the start of this task order. In addition to the data dictionary, provide sample data in text format as exported from the system for the following two ships:

- CAPE RAY
- FLICKERTAIL STATE

This data should be representative of the type of readiness data stored in the system at the time of data extraction.

4.2 Fixes

The following bug fixes are to be addressed in order of presentation as a means of establishing priority:

4.2.1 DUPLICATE SHIP RECORDS

Duplicate ship readiness records appear in both the Interim and All Ships Readiness Reports. This appears to be a function of changes submitted to the system. A new change submittal generates a new ship record.

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4.2.2 SHIP LOCATION

Ship Location field is edited by Headquarters Staff only (along with R-Status and R-Status date). Currently this field does not take an edit made by the HQ System Administrator. It should be noted that changes in location by date is of interest from a tracking perspective.

4.2.3 FEEDBACK REPORT

This report represents the direct means of the user to report site bugs or enhancements. This means of providing user feedback does not work as configured.

4.2.4 INTERNAL COMMENTS

Once internal comments are submitted, they are lost from the record and not available for review by anyone in MARAD.

4.2.5 RRF READINESS SUMMARY TABLE

Correct the RRF Readiness Summary to reflect the correct numbers of ships by Readiness Category (R-STAT) within each Region and RRF Totals. Ships in C-Stat= "PP" (Pre-Positioned) are counted as operational ships and also counted separately as Pre-Positioned ships.

The summary should be correct based on the filters set at the time of report display. I.E. if the filter is set to "Crane Ships" then the displayed table should reflect all Crane Ships from all regions and the summary table would reflect the correct number assigned to each R-Status by Region and Total, as well as how many meet the Criteria (C-Stat-"C1" or "C2").

4.2.6 USER ACCESS ON REGISTRATION

Currently, when a user requests access to the site, and completes the registration form, the system automatically gives access prior to user validation and approval by the system administrator. User registration request should notify the administrator and suspend the user until notification by the administrator. Proposed options to this process will be considered.

4.2.7 IMPROVED USER ADMINISTRATION

See User access on Registration. Note that after editing or creating a user, the administrator goes back to the main menu, and does not stay in the user administration area.

The list of authorized users needs to be scrollable - need to scroll down the list in order to quickly see who is or is not already an authorized user of the system. This should be in addition to the letter indexing method.

4.2.8 SYSTEM MENU - REARRANGE

The overall website re-arrangement of the website shall be reconsidered in order to ensure full visibility of the Readiness Report. Specifically, the side menu may be better presented at the top.

Remove the individual Region Report areas from the menu. Have the Regions display as a filter function at the top of the screen with the other filters. This should leave the user with the Readiness Report (Default - All Ships) and the Interim Readiness Report.

4.2.9 REPORT DISPLAYS

Ships within the Readiness Report and Interim Report shall sort by Ship Name only. Remove breaks in the report/display between Regions in all Reports. Report Column Headings for both the Readiness and the Interim Readiness Reports shall remain fixed at the top of the displayed. These headings shall repeat at the top of each page in the printed report along with System Date and Page number.

4.3 New Requirements

4.3.1 SECURITY LEVEL IMPLEMENTATION FOR ALL USERS

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Using the attached Excel Spreadsheet (Draft) (GFI 6.2 below) as the basis for security level implementation and end user authority establish user levels and authorities (default profiles) to be assigned to new and existing users. The attached table also establishes the "chain of command" for Readiness Changes. Note: only the Headquarters approving authority will be authorized to edit the public comments. All other internal MARAD users will be allowed to view internal and external comments, and edit internal comments if their authority allows. It should be noted that the MARAD Regions own the data. MARAD HQ owns the Public Comments - Published Comments in the data.

This "User Profile" should allow individual users to set their preference regarding their individual default for Interim Report scope - the scope of days to search for Readiness Changes.

4.3.2 E-MAIL NOTIFICATION

Using the attached Spreadsheet table (see Security Level Implementation for all Users) develop a process for notifying the next individual in the "chain of command" for a change approval. The notification process shall be as described below:

4.3.2.1 Process Approvals of Readiness Changes

A change to ship readiness may be instituted by anyone with "change authority" for that ship. Once a change is initiated and "submitted" the next party in the chain of command for that individual or ship shall be notified via e-mail of a pending change in the system. The approval process shall be such that the chain of command only has authority to review and either approve or reject the initiated change. Approved changes will be forwarded to the next in line. Rejected changes shall require that the authority specify why they are rejecting the change. The rejection goes back to the initiator or data owner of the change. Changes approved at Headquarters will assume the effective date of the change from the time the change was initiated, vs. the day of approval. At the time of the final approval, the approving authority will be authorized to edit the "Public Comments." Consideration and feasibility for adding cc: copies of the rejection to those who have reviewed the change between the initiator and the change rejection (disapproval).

4.3.2.2 Customer Notification of Readiness Changes

Once a change is authorized at headquarters, and the "Public Comments" have been edited, the change is considered available for public consumption by the customer when "submitted." The customer shall be notified via e-mail through a consolidated customer notification distribution list once a change is published.

The distribution list should be common to all headquarters Readiness Coordinators resulting in one edit/update to an e-mail address fixing the edit/update for all Readiness Coordinators when publishing final changes to readiness status.

4.3.3 FILTER DISPLAYED RESULTS BY MULTIPLE (ACCUMULATED VIEWS)

See System Menu in "4.2.8 above" for additional requirements.

Each filter shall be applied either individually or in conjunction (cumulative) with other filters that have already been applied. I.E. the first filter applied is all ships assigned to the South Atlantic Region, and the second filter is "Crane Ships", the displayed result should be all crane ships assigned to the South Atlantic Region.

4.3.4 INTERIM REPORTS - USER SAVED OPTION FOR NUMBER OF DAYS

Based on end-user defined preference, the system shall display the Interim Readiness Report with a scope of days based on user-defined preference. The users choice shall range from one day to 31 days . The default Interim Readiness Report scope of days shall be five days.

4.3.5 CERTIFICATE OF INSPECTION REPORT (COI REPORT)

Upon selection, this Reports shall display and print in ascending order by Certificate of Inspection (COI) due date. The records reported on shall be grouped in accordance with the following group thresholds:

- Those expired
- Those expiring within 15 days
- Those expiring within 30 days
- Those expiring within 60 days

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- Those expiring within 90 days

The phrase "None" shall be reported for each group category where there are no ships. The layout of ships shall be the same as the Readiness Report Display, other than the specified sort order. Ships with COI's expiring beyond 90 days shall not to be displayed.

4.3.6 NON-FMC PROJECTIONS - GANTT CHARTS WITH SAVED BASELINES

NON-FMC describes a ship that is not Fully Mission Capable. A ship with a C-Status of "C3", "C4", or "C5" is defined as not Fully Mission Capable. Business rules allow for RRF ships to schedule up to two Major Repair Availabilities where the ship is in a planned Non-FMC period and assigned the C-status of C5 for a scheduled availability. There is a third non-FMC availability area in the data tables, which allows for an unscheduled event, placing a ship in a C-Status of C3 or C4. When this occurs, the scheduled events shall be pushed down filling the second and third data set slots. The first slot is populated by the occurrence of the C3 or C4 status. This shall be a function of chronology and assumes that the C3/C4 incident has taken place prior to the scheduled maintenance events.

This subtask calls for all non-FMC periods, both those that are planned and those currently in process, to be displayed in a Gantt chart reflecting the plan vs. actual progress. This functional requirement shall include the ability of saving a Baseline (Plan at the start of the fiscal year) and quarterly updates along with actual progress data.

4.3.6.1 Non-FMC Schedule Report (MARTS)

This is a text report in chronological order by ship reflecting all non-FMC periods currently in progress or planned. The report should reflect through text and display when a ship is past due to commence a non-FMC period. The business rule that indicates this is that the current C-Status is not C5 and the system date is greater than the non-FMC period start date. Refer to the Maintenance and Repair Tracking System (MARTS) User Manual and supplements (See to GFI 6.4.1 below).

4.3.6.2 Non-FMC Projection Report (MARTS)

(Reserved) this is an existing Report in MARTS. Existing text reports as extracted from MARTS are supplied as GFI 6.4.2 below for further discussion.

4.3.7 METRICS

The Readiness of the Ready Reserve Force is a KEY performance measure of how well MARAD and the RRF support the requirements of the US Transportation Command as a surge sealift providers. What follows are the definitions or business rules to describe Readiness performance measures for developing live (based on actual data to date) graphic representations. The following business rules shall apply:

- Ships in Operational Status (C-Stat = "OP") or Pre-position (C-Stat = "PP") are not available as surge sealift assets (already in use) and are not calculated in the numerator nor denominator for the period of time that they are in that status. The end date of the OP or PP period shall be equal to the end date of the selected reporting period unless a known end date exists.
- Calculations are based on ship days or cargo capacity for each ship. If the ship is C1 or C2 it is assumed that the ship is in that status for the entire day. C3, C4, or C5 status is effective on the C-Status date and remains through the projected Fully Mission Capable (FMC) date.
- Cargo stow factors are not included in the calculations and shall be noted in charts displayed where applicable.
- Guarantee is a set (single variable) set by the system administrator. Currently the value is 85%. MARAD guarantees that 85% of the RRF is available for surge sealift. The Region offices to meet this requirement wherever possible shall adjust reschedule of non-FMC periods.
- Default reports are from the start of the Current Fiscal year to date for actual data and to the end of the current fiscal year for projected data.
- The user shall be allowed to conduct some what-if analysis and specify the time frame of reference (historically as long as the data exists). Projections into the future will only be good as the data that exists in the non-FMC projection tables of data.
- For ships that are currently in a non-FMC status and do not report a FMC date, assume the end of the fiscal year for default reports and end of the report period for user what-if analysis.

4.3.7.1 Chart Requirements

Refer to GFI 6.5 below for sample displays. The sample displays are described. Alternative charts displaying the same information in an effective manner will be considered by the government.

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4.3.7.1.1 Performance Pie Chart

The performance pie is represented in three pieces. The first or primary piece represents the percentage of time in ship days that the RRF was available (FMC days). This is calculated using the total number of ships multiplied by the number of days in the report period as the denominator and total number of days for which each ship is either in C1 or C2 status as the numerator.

The second piece of the pie has the numerator represented by the sum of ships multiplied by the number of days that each was in "OP" or "PP" (operation or preposition) (OP Days). The last piece represents the sum of the ships multiplied by days that they were in C3 status or greater as the numerator (non-FMC days). The denominator remains the same for these two pieces as it was for the first piece.

This chart should also display the total number of ship days, total number of FMC ship days (days that ships were available {C1/C2}), total number of non-FMC ship days (C3-C5), and the total number of op-days for the reporting period.

The Fleet Readiness Calculation represents the total readiness percentage as a quotient of the sum of ship days in C1 or C2 status plus ship days in OP or PP, divided by the total ship days for the reporting period results in overall calculation of percentage of available sealift.

4.3.7.1.2 Actual Performance (ship) vs. Guarantee

This chart should be a barr chart with time on the horizontal axis and percentage on the vertical axis. The guarantee level of performance (default value currently 85%) should be represented as a line (straight) over the period of time of report, unless changed during the period of report. Performance shall be calculated on a monthly basis for the reporting period. The default chart reporting period is fiscal year start to date.

Note: Will need to track and store changes to the guarantee noting effective date of change and the previous value.

4.3.7.1.3 Actual/Projection Performance (ship) vs. Guarantee

This chart is similar to the chart above. The difference here is that the default range is eight months (three quarters) of historical data (from the system date) and three months (one quarter) of projected performance based on non-FMC plan dates.

4.3.7.1.4 Actual/Projection (Cargo Type)

This chart is broken down into two categories: dry cargo and tanker. Passenger/Troop ships are excluded and not counted.

4.3.7.1.5 Projection by Ship Type (Dry Cargo)

This chart shall represent projected readiness percentage the various types of Dry Cargo:

- Break bulk
- Heavy lift (Barge)
- Crane ships
- Roll-on/Roll-off (RO/RO)
- Container (no data)

Though no data is currently available on container capacities (measured in twenty-foot equivalent units or TEUs), provision shall be made for displaying capacity in TEU when made available.

4.3.7.1.6 Projection by Cargo Capacity

Using the cargo capacity assigned to each ship by, graph the projected readiness by ship type over time as a function of the total capacity in square feet. Refer to GFI 6.6 below for the ship capacities.

4.3.7.1.7 Actual or Historic Charts

Historical data charts for any of the data previously represented in this section shall be available to the user are prompting the user for a time frame (start and stop dates) for the report. The user shall be notified when their request is beyond the scope of the data available or be given a drop down menu that predefines the scope of data available to report.

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4.3.7.2 RRF Readiness Summary Table By Cargo Capacity

This is a table sorted by Cargo Type in order of general priority assigned to each. The table presents the cargo type, total cargo capacity for that type (unit of measure is indicated in parenthesis next to each type), the available capacity (sum of capacity for ships in C1 or C2 status for that type ship) and the percentage result. This is followed by Total number of ships in the category, the number of ships that are C1 or C2 and its percentage. Refer to Figure 1 for a sample as extracted from the existing MARTS system.

Figure 1 - RRF Readiness Summary Table by Cargo Capacity

4.3.8 CONTEXT SENSITIVE HELP BASED ON READINESS POLICY

The contractor shall develop a context sensitive help system for the RSTARS system. This help system shall be based on the industry standards today for keystrokes or mouse clicks in retrieving the help on field choice selections through out the system. The ship readiness help screens shall be based on Policy Directive Memorandum 00-07 - Policy on Readiness Reporting. Clarification or additional input regarding readiness-reporting policy as a result of this system will be provided as GFI (GFI 6.7 below.)

4.3.9 SHIP ID NO.

Create and associate a new ship record field, the official number (OFF_NUM). This is a unique identification number assigned by the United States Coast Guard to each ship registered in the United States. This number remains assigned to a vessel until the vessel's ultimate demise (i.e. social security number) and does not change, no matter what name changes take place. Refer to GFI 6.8 below.

4.3.10 BUG AND ENHANCEMENT TRACKING

Error reports or "bugs" and system requests for modification or improvements ("enhancements") shall be submitted via the user feed back form. A means of tracking bug reports and recommended enhancements shall be provided. A means of virtual or electronic adjudication of each report shall be provided in order to ensure timely review.

4.3.10.1 Bug tracking and adjudication

The contractor shall provide an electronic means of tracking all "bugs" submitted. Tracking data should include the following:

- Tracking ID number
- Name of submitter (username, e-mail and phone)
- Date of submission
- Short description of error

NOTE: If this is a repeat of a previously submitted error, means shall be provided to track the number of similar errors reported.

- Long description (comment field) of error where required
- Validation of Error - proof of error.
- Date of error correction
- Method or description of correction

4.3.10.2 Enhancement tracking and adjudication

Enhancement Tracking shall have similar elements for tracking as bug tracking data with the following changes:

- Short description of recommendation
- Long description or further discussion
- Recommendation (Contractor Recommendation)
 - o Validated requirement
 - o Future Upgrade
 - § Advantage to user
 - § No advantage to user
 - o Not going to happen
- Recommendation Comments
- Adjudication (Government Response)

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- o Approved
- o Disapproved
- o Review with Discussion
- Adjudication Remarks
- Adjudication Date (Date review completed by Government and Contractor)
- Planned Implementation Date
- Planned method (if needed)
- Implementation Date - Closed item.

5 DELIVERABLES

5.1 Plan of Action and Milestones (Schedule)

Submit a Plan of Action and Milestones (POA&M) for the development of the System and Supporting Documentation. Revisions should be submitted as they occur. This may be submitted either in hard copy or Electronic. If submitted Electronically, MS Project 98 is the accepted software standard for MARAD, or ADOBE ACROBAT for Image Files.

5.1.1 BASELINE SCHEDULE

Submittal----- 2 Weeks after NTP

5.1.2 QUARTERLY UPDATES REFLECTING CORRECTIONS/REVISIONS BASED ON ACTUAL PROGRESS.

Submit POA&M Updates no less than Quarterly----- Every 3 Mos.

5.2 Bi-Weekly Progress Reports

Every two weeks following the Notice to Proceed (NTP)----- 5th and 20th of each month

5.3 Secure Site Certificate

Document third party certification of Secure Site----- Expiration of Cert.

5.4 Data Dictionary

5.4.1 DATA DICTIONARY (DRAFT UPDATES)

The data dictionary shall be updated and submitted with each major incremental rollout of the system, however, no less than quarterly during the continued system development.-----Quarterly

5.4.2 FINAL DATA DICTIONARY

Due 30 days following the conclusion of the performance period of this task.-----30 days after PD

5.5 Data Flow Process Charts

Due 30 days following the conclusion of the performance period of this task.----- 30 days after PD

5.6 User Manual and supplements

Draft----- 30 days after PD

Final----- 30 days after Comment

5.7 Security Certification Documentation

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All documentation required by DOT H 1350.253, necessary to submit for certification and accreditation of the System as a General Support System.

The schedule of delivery should be incorporated into the POAM (identified previously)

Draft----- 30 days after PD.

Final----- 30 days after Comment

5.8 Sect. 508 compliance

Certification and documentation indicating compliance with Sect 508 of American Disabilities Act.

Draft----- 30 days after PD

Final----- 30 days after Comment

5.9 RMS Sample Data

Data dictionary at start of task order----- 5 days after NTP

Sample Data - CAPE RAY----- 5 days after NTP

Sample Data - FLICKERTAIL STATE----- 5 days after NTP

5.10 Return of GFI -

5.10.1 MAINTENANCE AND REPAIR TRACKING SYSTEM (MARTS)

5.11 System Deliverables

5.11.1 TRANSFER OF SYSTEM TO MARAD WITH HELP FILES

6 GOVERNMENT FURNISHED INFORMATION

6.1 SECT 508 Guidance

6.2 User Security Levels (Excel Spreadsheet) (pdf)

6.3 Maintenance and Repair Tracking System (MARTS) User Manual and supplements

Provided under the previous task. Original copy is to be returned to the Government when no longer required or at the termination of this Task, which comes first.

6.4 MARTS Non-FMC Reports

6.4.1 MARTS NON-FMC SCHEDULE

6.4.2 MARTS NON-FMC PERIODS

6.5 Performance Measures Charts (Sample)

6.6 Table of Ship Capacities

Ship capacities are based on mission and ship type. Training ships or troop ships carry passengers (PAX), tanker vessels carry barrels of petroleum, oil or lubricants (POL), and dry cargo ships carry break bulk or roll-on/roll-off cargo. In the table provided the dry cargo capacity is represented in square feet of area. There are two sources available: 1) Transportation Engineering Agency - who

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have validated area through ship check for their cargo stow planning software, and 2) MARAD. MARAD numbers are conversions of break bulk cargo space, usually measured in cubic bale, converted to square foot equivalent units.

6.7 RSTARS Implementation memo with Readiness Reporting Guidance

6.8 Ship List of Official Numbers

6.9 Policy Directive Memorandum (PD00-07) - Readiness Reporting Policy